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1. GENERAL GUIDELINES

- A. For purposes of this order, the term “employee” refers to sworn personnel unless otherwise noted.
- B. Employees and detention officers will not loan their City-owned firearm to another employee without authorization.
- C. Civilian employees will not carry firearms, either displayed or concealed, while On-duty, on City property, or in City vehicles. This applies even if the employee has a concealed weapons permit.
 - (1) This does not apply to detention officers and supervisors who will carry their City-owned firearm while On-duty in full uniform, to attend Department authorized training, and may carry it while commuting between work and home. Detention officers will be required to attend quarterly handgun training, pass annual qualification, and pass an annual decision-making test (see Central Booking Detail Manual for more information).
 - (2) This does not apply to Laboratory Services Bureau, Property Management Bureau (PMB), or Crime Gun Intelligence Unit (CGIU) personnel who handle weapons during the course of their duties.
- D. **Only** Department authorized handguns which employees are qualified on, will be carried On-duty or working Off-duty in a police capacity (see section 4 of this order for more information regarding authorized handguns).
- E. All Department authorized handguns, whether carried On-duty, off duty, or working Off-duty in a police capacity, are governed by the same provisions of this policy relating to the use and handling of firearms. Discharging a firearm during a police incident while off duty or working Off-duty in a police capacity involves the same liability as if On-duty.
- F. Definitions
 - (1) Primary Handgun - The handgun **ALL** employees must qualify with annually **PRIOR** to qualifying with a secondary and/or a backup handgun, **AND**:
 - **MUST** be carried while an employee is working, On-duty or Off-duty, in a police uniform identified by police placards and/or authorized Phoenix PD shoulder patches.
 - Must have a minimum of 13 rounds in a flush fit factory magazine.
 - May be carried while an employee is working in a non-uniformed assignment.
 - (2) Secondary Handgun - The handgun an employee may carry while working in a non-uniformed assignment or when off duty. Secondary handguns must have a minimum of 10 rounds in a factory magazine and if not, may only be carried as a backup handgun.
 - (3) Backup Handgun - A second handgun an employee may carry while On-duty (in uniform or business/plainclothes attire) or working Off-duty in a police capacity. A backup handgun **must be carried concealed**.

2. FIREARMS SAFETY AND SECURITY

- A. The below firearms safety rules will be followed at all times by each employee handling a firearm.
 - (1) All firearms will be treated as though they are loaded.
 - (2) Always keep the muzzle pointed in a safe direction.
 - (3) Trigger finger will remain along the frame, and the safety engaged (if applicable), until you are on target and have decided to fire.
 - (4) Be sure of your target and surroundings.



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2. B. All firearms will be handled in a safe manner and stored in a safe and secure location.
 - Always keep firearms out of view and secured in a safe location.
 - Keep firearms out of the reach of children and others.
 - See [Operations Order 4.7.00, Rules and Regulations](#), for information on equipment storage.
 - C. Employees should avoid going hands-on with a firearm in their hand unless exigent circumstances exist.
 - Handguns should be holstered prior to going hands-on.
 - Rifles and shotguns should remain on safe until you are on target and have decided to fire.
 - Rifles and shotguns should be placed on safe and securely slung prior to going hands-on.
 - D. Handling Revolvers
 - (1) Revolvers will not be cocked while pursuing, subduing, arresting, or searching a suspect.
 - (2) Revolvers may be manually cocked if the employee has decided to fire and extreme precision is required.
 - Employees will not manually cock a revolver when the possibility of physical contact with the suspect exists.
 - Any cocked revolver must be de-cocked as soon as the hazardous situation has ended.
 - Revolvers will not be holstered when cocked.
 - E. Firearms will be unloaded and loaded using a bullet trap and will only be cleaned in authorized areas. When bullet traps are not available or utilized, officers will use extreme caution when loading and unloading firearms.
 - F. Firearms will be unloaded before changing hands unless circumstances prevent this from being a plausible option.
 - G. Employees will immediately inspect and unload all firearms coming into their possession unless an unusual circumstance prohibits it. If they are unsure how to properly unload a particular firearm, a Department-approved firearms instructor will be contacted.
 - (1) If still unable to safely unload the firearm, see [Operations Order 5.8.03, Firearms and Ammunition Procedures](#) for impounding procedures.
 - H. Turning in Firearms at the Property Management Bureau (PMB)/Police Supply

Any firearm turned in to Police Supply for any reason **will be** rendered safe **before** being given to Police Supply personnel. A bullet trap is located adjacent to the Police Supply service counter.
3. HANDGUN QUALIFICATION
 - A. All employees, to maintain their state certification as a peace officer, must qualify with a primary handgun and pass a decision-making test conducted by an Arizona Peace Officer Standards Training (AZPOST) certified firearms instructor (see AZPOST Rule R13-4-111.C).
 - B. Employees who do not attend, or who fail to qualify with a primary handgun at, the annual qualification (AQ) or complete the decision-making test, will not be authorized to carry a firearm in a police capacity. Vacation leave is **not** an acceptable excuse for non-attendance.
 - (1) Employees will **NOT** carry a firearm in a police capacity into a new calendar year when their AZPOST certification has lapsed.

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3. B. (2) Employees who are excused from AQ while on transitional duty, approved sick/industrial leave, or military leave, must qualify prior to returning to duty if they have not qualified for the calendar year.

C. Qualification Requirements:

(1) Annual Qualification (AQ)	- Each year, prior to the first qualification attempt, employees MUST bring and have their <u>City-owned</u> firearm inspected by FTD or designee. - Employees may then qualify on the City-owned or another authorized primary firearm. - All employees will shoot on duty and at the time of their designated qualification, unless excused by their bureau/precinct commander/administrator. - AQ will be conducted by a firearms instructor assigned to FTD or designee. - Employees will have two opportunities to shoot the course during AQ. - The first attempt to qualify will be with a primary handgun. - If the employee passes the first time, the employee may shoot again with another handgun.
(2) Quarterly Handgun Training	- Employees will attend four quarterly handgun training sessions in addition to AQ per calendar year. - The quarterly handgun training may take place at the Academy or an indoor City range. - Overtime is not authorized for quarterly handgun training. - Indoor range schedules will be determined, and records will be maintained, by each bureau/precinct commander/administrator. - Precinct/bureau commanders will ensure indoor ranges at their facilities are in operational condition and equipped with a working network computer for digital record keeping.

D. Qualification with Revolvers

Employees who choose to carry a revolver as a backup handgun, and never qualified with the revolver or have not qualified with a revolver within three years, will attend mandatory training hosted by FTD or designee.

E. Failure to Qualify During Annual Qualification (AQ)

- (1) Employees who fail to qualify with a primary handgun on their first attempt during AQ will immediately complete a second attempt.
 - (a) Employees who fail to qualify on their second attempt will, prior to their third attempt, complete additional handgun training with FTD or designee. Employees will be assigned to administrative duties until they do qualify.
 - (b) Employees who fail to qualify on their second attempt will **NOT** carry a firearm or work Off-duty in a police capacity, operate a marked police vehicle, or be subject to callout for investigations until they do qualify.
 - (c) Employees will be required to return to the range on their next scheduled workday when the range is open, to attempt a third time.
 - (d) If the employee fails to qualify after the third attempt, the employee will be required to attend Skill Builder Handgun training conducted by FTD.

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3. E. (2) Notifications

- (a) The Training Bureau will immediately notify the employee's supervisor when an employee has not qualified or has failed to report to the range for qualification or mandated training.
- (b) The employee's supervisor will in turn notify the bureau/precinct commander/administrator.

(3) Skill Builder Handgun Training

- (a) This training will consist of up to 10 hours of customized training within 30 days of the failed third attempt to qualify. Employees will be assigned to an administrative/non-enforcement position until they qualify.
- (b) After passing the Skill Builder Handgun training, the employee will attend mandatory practice sessions every other week (see section 3.E.(4) below for information on when an employee fails the Skill Builder Handgun training).
 - (i) Mandatory practice sessions will be conducted at the Training Bureau or other Department range.
 - (ii) If an employee's shift precludes attending practice sessions on City-time, their duty hours will be modified to permit attendance.
 - (iii) Employees will attend mandatory practice sessions until their next AQ.
- (c) Employees who attend Skill Builder Handgun training two years in a row will be referred to FTD for additional firearms training.
- (4) An employee who fails to qualify during Skill Builder Handgun training will be referred to the Police Chief or designee to determine if they will be permitted to participate in additional training. The Police Chief or designee will review the employment status of employees who fail skill builder.

F. Expert Shooter Badge

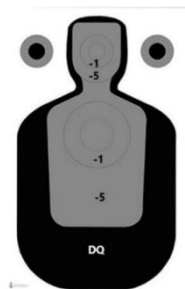
- (1) Employees who qualify with a minimum score of 240 on their first attempt with their primary handgun for the most recent three consecutive calendar years may earn an Expert Shooters Badge. If at any time during this three-year period an employee attempts to qualify with a primary or secondary handgun and obtains a score of less than 240, it will preclude them from earning the Expert Shooters Badge for this three-year period.
- (2) Employees must email an FTD sergeant requesting a review of their scores to determine whether an Expert Shooters Badge was earned. FTD will forward a memorandum to the employee for issuance of the badge from Police Supply.

G. Distinguished Expert Shooter

- (1) Any employee may attempt to qualify with their primary handgun as a distinguished expert shooter [a score of 170 or better as outlined below in section 3.G.(2)] on their first attempt during their AQ once per calendar year. This **MUST** be attempted at the Training Bureau with FTD personnel or designee.
- (2) The standard AZPOST qualification target and course of fire will be used and scored for a distinguished expert shooter. Out of 200 possible points, the employee must shoot a score of 170 or better using the below scoring system to qualify as distinguished expert shooter (see the target diagram below for scoring zones).

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3. G. (2) (a) The 4-inch circle in the chest and the 2-inch circle in the head are the primary scoring zones.
- (b) Any hits out of the primary scoring zone into the secondary 8-inch chest circle or 4-inch head circle are minus one point.
- (c) Hits outside the secondary zone but still in the gray are minus 5 points.
- (d) Any round that impacts outside the gray scoring zone is considered a miss and is an immediate disqualification (DQ) for distinguished expert shooter (this includes rounds not fired or missing the target all together).
- (e) Rounds impacting two scoring areas (line breaks) are counted towards the higher (inside) scoring area.



- (3) This AZPOST qualification target and course of fire will count as the employee's AQ even if they fail to shoot distinguished expert shooter.
- (4) If the employee shoots a score of 170 or better using this scoring system, they will be awarded one shift of performance recognition (PA) time.
- (5) Each month, FTD will forward a list of employees who qualified as a distinguished expert shooter to the employees' chain of command to be awarded PA time.

4. **HANDGUN SPECIFICATIONS**

A. **Authorized Handguns**

- (1) A list of authorized handguns will be maintained by FTD and will be available on [PolicePoint](#) and [Phoenix Police Online](#).
 - Department authorized handguns may be Department-issued or personally purchased.
 - The Firearms Committee will periodically review the list to ensure it is current and appropriate.
 - Deviation from the authorized handgun list requires approval from the Police Chief.
- (2) No employee regardless of assignment, except for undercover employees as outlined below in section 4.B of this order, is exempt from the handgun specifications outlined in this section.

- B. **Carrying Handguns** - Employees On-duty may only carry one primary or secondary handgun unconcealed. Any other handgun carried by the employee must be concealed.

(1) Uniformed Employees	• All uniformed employees wearing the standard-issued gun belt or equivalent will carry their primary handgun in a belt holster. • Air Support Unit pilots will carry their primary handgun in a suitable shoulder holster configuration outside their flight suit or in an ankle holster. • Members of the Honor Guard will wear their dress uniform and duty belt as authorized.
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4. B. Carrying Handguns – (continued)

(2) Plainclothes Employees	Employees in plainclothes will carry their primary or secondary handgun either on their person or in such a fashion that the firearm is readily accessible.
(3) Undercover Employees	Undercover employees, with the approval of their assistant chief, may deviate from this policy as determined by their bureau manual.

C. Handgun Ammunition and Magazines

- (1) Only Department-issued ammunition will be carried.
- (2) Only authorized magazines and accessories will be carried. A list of authorized magazines and accessories is maintained by FTD and available on [PolicePoint](#) and [PPOL](#).
- (3) Duty ammunition will be issued to each employee, for each handgun they are qualified on, as follows:
 - (a) For each firearm the employee is qualified on, they will be issued enough duty ammunition to fill three magazines to capacity.
 - (b) Employees will sign for the number of duty-rounds they are issued.
 - (c) Employees will visually inspect their duty ammunition at the time it is issued to them to ensure there are no visible deformations on the cartridge or projectile.
 - (d) Employees are expected to know the load out of each firearm they carry, to include the number of rounds contained in each magazine.
- (4) All handguns will be carried with a round in the chamber and carried magazines will be loaded to capacity. All uniformed employees wearing the standard-issued gun belt or equivalent will carry two magazines, loaded to capacity, on their gun belt in an approved ammunition carrier.
- (5) City-owned magazines which are damaged or stolen will be exchanged/replaced through Police Supply with written approval from the employee's commander. Personally-owned magazines which are damaged, lost, or stolen will be handled in accordance with [Operations Order 4.1.00, Uniform Policy](#).
- (6) Employees who are off duty and desire to engage in firearms practice/training with a City-owned firearm at other than a police range will only use commercially produced factory new or factory reload ammunition. In the event of an accidental discharge involving injury or property damage, they will immediately notify and On-duty supervisor.

D. Handgun Modifications and Accessories - Applies to personally-owned handguns carried On-duty or Off-duty in a police capacity. Modifications WILL NOT be made to City-owned handguns.

- (1) All handguns carried On-duty or Off-duty in a police capacity will be unmodified from their original factory condition unless the modification and/or accessory is on the list of approved modifications/accessories maintained by FTD.
 - (a) Modifications to Tactical Support Bureau (TSB) handguns will be at the discretion of the TSB commander and will be outlined in the TSB manual. This exception does not alleviate an employee from compliance with the directives outlined in section 3.C.(1) of this order, training requirements for accessories requiring certification for duty use, and compliance with the Department's authorized handgun list.

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4. E. Request for Additional Approved Handguns, Products, and/or Modifications

- (1) Employees may have new handguns, products, and/or modifications considered for approval by submitting a memorandum to an FTD supervisor.
- (2) FTD or designee will test and/or evaluate new handguns, products, and modifications. All handguns **will be** inspected by an FTD instructor or designee **prior to** testing the handgun. The Firearms Committee will determine whether a specific handgun will be approved.

F. Miniature Red Dot Sights (MRDS)

- (1) **ALL** employees regardless of assignment who want to attach MRDS to an authorized handgun for duty use must attend a mandatory training and certification course instructed by FTD and have the MRDS inspected by FTD prior to use. If the MRDS has already been installed prior to the training, the MRDS must pass an inspection by FTD or designee
- (2) A list of the approved MRDS will be maintained by FTD and available on [PolicePoint](#) and [PPOL](#).

G. Handgun Weapon Mounted Light (WML)

- (1) Employees who want to attach a WML to an authorized handgun for duty use must attend a two-hour familiarization class instructed by FTD or designee. Their duty holster must be designed so the handgun can be holstered with the light attached to the handgun
- (2) A list of authorized WMLs is maintained by FTD and available on [PolicePoint](#) and [PPOL](#).

5. **SHOTGUN SPECIFICATIONS**

A. Authorization to Carry Shotguns - Only employees who are currently certified Shotgun Operators will be allowed to carry a City-owned or a Department-authorized personally-owned shotgun while On-duty.

- (1) A certified shotgun operator is a sworn employee who has completed the 20-hour Shotgun Certification Course and maintains their certification by keeping their annual qualification and quarterly training current.
- (2) Employees will be required to obtain permission from their bureau/precinct commander to be issued or carry a shotgun while On-duty. Employees who receive authorization may utilize a personally-owned shotgun for this purpose.
 - (a) Personally-owned shotguns and attached equipment must be in compliance with the specifications of duty shotguns and shotgun accessories authorized by FTD.

(3) Authorization to carry a shotgun On-duty will be contingent upon the needs of the Department.

B. TSB is exempt from provisions of this policy and will maintain a shotgun policy within their bureau manual. All shotgun training and qualification records for TSB personnel will be maintained by TSB training staff.

C. Shotgun Certification

- (1) Employees must successfully complete all 20 hours of training, pass the shotgun qualification with a minimum score of 90 percent, and pass the written test with a minimum score of 80 percent to be a certified Shotgun Operator:

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5. C. (2) Maintaining Certification:

- (a) Shotgun Operators must pass an annual qualification during the 1st quarter training session and complete quarterly shotgun training. (Shotgun Operators may be allowed to shoot the annual qualification after the 1st quarter training based on extenuating circumstances.)
- (b) Employees will get two attempts to pass the shotgun qualification. If an employee double fails, they will have two weeks from the date of failure to attend the three-hour remedial course and shoot a third attempt. If they fail the third attempt, they will have to attend the 20-hour certification course again.
- (c) If an employee is using a Department-issued shotgun, they will immediately turn it in to FTD after a double failure. The employee will not get the shotgun back until they have successfully qualified on their third attempt or recertify by completing either the 10-hour Recertification or 20-hour Certification course, whichever is applicable.
- (d) Employees who do not qualify will not be authorized to carry **any** shotgun On-duty.

(3) Recertification:

- (a) If a Shotgun Operator has only missed one quarterly training, they can recertify by attending the next quarterly training. If the quarterly training involved the annual qualification, the employee must contact FTD.
- (b) If a Shotgun Operator has missed quarterly training for two or more consecutive quarters or has not maintained certification and carried a shotgun for two years or less, they can recertify by taking the 10-hour Shotgun Recertification Course.
- (c) If a Shotgun Operator has not maintained certification and carried a shotgun for more than two years, they must complete the 20-hour Shotgun Certification Course.

D. Handling Shotguns

- (1) The four firearms safety rules will be obeyed when handling shotguns.
- (2) Shotguns will always be handled in a manner consistent with Department training.

E. Issuing City-Owned Shotguns

- (1) City-owned shotguns will be issued to employees by FTD or designee.
- (2) Inventory control and records for City-owned shotguns will be maintained by the Firearms coordinator or designee. The Firearms coordinator will conduct annual inventories to verify records of City-owned shotguns.
- (3) Bureau/precinct equipment coordinators will conduct bi-annual inventory of all shotguns assigned to their bureau/precinct and report any missing shotguns to their commander and the Firearms coordinator via memorandum.

F. Authorized Shotguns - A list of authorized shotguns will be maintained by FTD and available on [PolicePoint](#) and [PPOL](#).



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5. G. Shotgun Maintenance, Inspection, and Repair

(1) Guidelines	- Only FTD or armorers designated by FTD will repair, re-blue, or modify a City-owned shotgun. - Employees who are shotgun certified are responsible for maintaining their City-owned or personally-owned Department-authorized firearm in a clean and serviceable condition. - Damage sustained to personally-owned shotguns while On-duty will be repaired, if possible, by FTD or designee unless negligence on the part of the employee contributed to the damage. - Employees who sustain loss, theft, or damage beyond repair to their personally-owned shotguns or cases while On-duty will be reimbursed up to the cost of a City-owned shotgun or case unless negligence on the part of the employee caused the damage.
(2) Inspection	- All shotguns carried On-duty will be inspected annually by FTD or designee to ensure the firearm is clean and serviceable. - Any personally-owned shotgun that has been repaired must be inspected by FTD prior to being carried On-duty.

H. Shotgun Ammunition

- (1) Only Department-issued ammunition will be carried On-duty. Each shotgun-certified employee will be issued 20 duty rounds.
- (2) Shotguns carried On-duty will be cruiser ready: loaded to the capacity of the magazine tube, action closed, safety on, and the chamber empty. Semiautomatic shotguns may be loaded with the bolt forward on an empty chamber with a round in the receiver underneath the bolt, and the magazine tube full. This allows for the full ammo capacity of the shotgun to be carried in the shotgun safely while in Condition 2 (cruiser ready).

6. DEPARTMENT RIFLE PROGRAMS

- A. This policy applies to all precincts/bureaus that deploy rifles.

EXCEPTION: TSB is exempt from this policy and will maintain a rifle policy within their bureau manual. All rifle training and qualification records for TSB personnel will be maintained by TSB training staff. TSB will contact SAU for all rifle related issues.

- B. Firearms Training Detail (FTD) Coordinates the rifle and specialty patrol detail. Patrol and specialty rifle operators will contact FTD for all rifle related issues.

C. Authorization to Carry Rifles

- (1) Authorization to carry a rifle On-duty will be contingent upon the needs of the Department. Only employees who meet the below criteria will be eligible to carry an authorized rifle On-duty.
 - (a) Must have successfully completed a Rifle Re-Certification course and/or Rifle Certification course hosted by FTD for patrol and specialty rifle operators, or SAU for TSB personnel.
 - (b) Must be currently authorized by their precinct/bureau commander/administrator to carry a rifle On-duty. Consideration will be given to the individual employee's prior performance, Performance Management Guides (PMGs), firearms scores, supervisor recommendations, history of decision making, and any other information deemed relevant by the chain-of-command.
- (2) Rifles will not be shared between operators; only one operator will be assigned to each rifle. Employees must be currently qualified on the rifle they carry.

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6. D. Authorized Rifles - A list of authorized rifles is maintained by FTD and available on [PolicePoint](#) and [PPOL](#). FTD will periodically review the list to ensure it is current and appropriate. TSB employees may deviate from the authorized rifle list with approval from their bureau commander.
- E. Rifle Certification - Once approved by the precinct/bureau commander/administrator:
 - (1) Regardless of assignment, an employee must attend the Rifle Certification course if they:
 - Are a first time rifle operator
 - Have not qualified on a rifle in three or more years
 - Double failed the Rifle Re-Certification course
 - (2) An employee must attend the Rifle Re-Certification course if they:
 - Missed two consecutive quarterlies
 - Triple failed a qualification
 - Double failed a qualification and failed to return for a third attempt within 14 days
 - Were removed from the rifle program due to a "pattern of failure" (see 6.G.(4) below)
- F. Issuing City-Owned Rifles
 - (1) PMB, FTD, or TSB will issue City-owned rifles to precincts/bureaus.
 - (2) Bureau/precinct equipment coordinators will conduct an inventory of all rifles assigned to their bureau/precinct quarterly and report any missing rifles to their commander and the FTD Sergeant via memorandum. No precinct/bureau will purchase rifles without prior authorization by the executive assistant chief.
- G. Qualification
 - (1) Rifle operators will qualify at least once per year, or as frequently as determined by the rifle training program supervisor, using the Department approved qualification course.
 - (a) Employees who fail the first qualification attempt will immediately be given a second attempt.
 - (b) Employees who fail the second qualification attempt will not be authorized to deploy with the rifle, their immediate supervisor will be notified of the failure, and a third qualification attempt will be completed within 14 business days.
 - (c) An employee who fails to attend or pass the third qualification attempt will be removed from the rifle program and will not be authorized to carry a rifle while On-duty.
 - The rifle will be relinquished immediately to FTD personnel.
 - Upon approval of their chain-of-command, the employee may attend the Rifle Re-Certification course to become re-certified.
 - (2) An employee who fails to attend and satisfactorily complete any two consecutive qualification courses will be removed from the rifle program. Upon approval of their chain-of-command, the employee may attend the Rifle Re-Certification course to become re-certified.
 - (3) An employee who has not qualified on a rifle in over three years will be required to attend the Rifle Certification course.
 - (4) An employee may be removed from the rifle program when they exhibit a "pattern of failure". A pattern of failure is defined as an employee who fails 50 percent or more of their qualification attempts over an established period, or who double fails yet passes a third attempt during two consecutive qualification courses.



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6. G. (5) The Training Bureau commander or affected precinct/bureau commander/ administrator may remove an employee from the rifle program at their discretion. Upon approval of the chain-of-command, the employee may attend the Rifle Re-Certification course to become re-certified.
 - (6) All qualifications for patrol rifle and specialty details will be conducted by FTD. All qualifications for TSB will be conducted by the SAU training squad.
 - H. Deployment of Rifles
 - (1) Rifles will only be deployed when rifle fire may be both essential and necessary. Approval from a supervisor to deploy a rifle is **NOT REQUIRED**; however, a supervisor will be notified of the deployment as soon as practical.
 - (2) Employees will comply with the requirements of the Department's use of force policies.
 - I. Rifle Ammunition
 - (1) Only Department issued rifle ammunition will be carried On-duty. Each rifle operator will be issued enough duty ammunition to load the magazines as specified below. Employees will visually inspect their duty ammunition at the time it is issued to ensure there are no visible deformations on the cartridge or projectile.
 - (2) Each rifle operator will be issued three 30-round magazines which will each be loaded with 30 rounds. Rifle operators may choose to purchase authorized 20-round magazines which will be loaded with 20 rounds.
 - J. Inspection, Repair, or Modification of Rifles and Authorized Equipment and Accessories
 - (1) **All** rifles will be inspected at least once a year for functionality, approved equipment/accessories, and modifications by armorers assigned to the respective rifle programs. Any rifle operator who fails to maintain their rifle and/or dons any equipment without approval from their rifle program armorer may be removed from the rifle program.
 - (2) Authorized Equipment and Accessories - Lists of authorized equipment and accessories will be maintained by each of the rifle programs. The authorized equipment and accessories list for the patrol and specialty rifle programs is available on [PolicePoint](#) and [PPOL](#). The authorized equipment and accessories list for the tactical rifle program can be found in the TSB manual.
7. **MAINTENANCE/INSPECTION OF FIREARMS**
- A. Employees will ensure all firearms carried or issued to them are maintained in a clean and serviceable condition.
 - B. A firearm safety inspection record, to include make, model, serial number, and condition, will be completed and retained by FTD or designee.
 - (1) Employees are responsible for presenting **all** Department-issued handguns (even if they do not carry their Department-issued handgun) and any other firearms carried On-duty or Off-duty to FTD at the time they are scheduled for handgun maintenance and inspection (except specialty weapons as listed in this order).
 - (2) An employee who wishes to qualify with a personal firearm must have the firearm inspected and approved before attempting to qualify. The inspection can be conducted just prior to AQ or by FTD or designee by appointment.

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7. C. Specialty Weapons

- Specialty weapons utilized by TSB will be inspected by the TSB firearms specialist, and records will be maintained by TSB.

D. Personal Firearms Repaired

- (1) A personal firearm that is repaired must be re-inspected and re-approved by FTD before being carried again On-duty.
- (2) Inspection of repairs to TSB personal weapons may be done by TSB armorers.

E. Unsafe Firearms

- (1) Any Department-issued firearm found to be unsafe will be repaired by FTD or designee. Employees are prohibited from carrying a firearm in a police capacity which has been deemed unsafe by FTD or designee. Department-issued duty handguns removed from service for safety reasons will be replaced.

8. **FIREARMS TRAINING RECORDS** - The Training Bureau will maintain qualification records for all handguns, shotguns, and rifles unless otherwise noted.

9. **REPAIR OR MODIFICATION OF FIREARMS**

- A. Only FTD employees or designees will repair, modify, or perform any type of armorer work (does not include routine cleaning and basic firearm maintenance) on a City-owned firearm.
- Requests for exceptions will be forwarded to FTD.
 - Employees requiring repairs, modifications, or other work on their City-owned firearms will coordinate the time necessary to do this with their supervisor to minimize overtime.

10. **REPLACEMENT OF LOST, STOLEN, OR DAMAGED FIREARMS**

- A. Request for Replacement - A request to replace a lost, stolen, or damaged firearm will be submitted by memorandum through the chain of command to the bureau/precinct commander/administrator.

- (1) The memorandum will include the make, model, and serial number of the lost/stolen/damaged firearm and the reason a replacement is needed.
- (2) When the request has been authorized by the commander/administrator, the employee will bring the signed memorandum to FTD and a replacement will be issued.
- (3) During business hours, employees will obtain a firearm from FTD and qualify with their replacement firearm prior to carrying it On-duty.

- B. Criteria for Replacement - The replacement of or reimbursement for firearms will be governed by the following:

(1) City-Owned	• Will be replaced at no cost to the employee if the firearm was stolen or damaged and if there is no evidence of negligence on the part of the employee.
(2) Personally-Owned	• May be replaced if stolen or damaged while On-duty if the firearm was being carried as a duty handgun and if there is no evidence of negligence. • The amount of money allowed for replacing a personally-owned firearm will not exceed the cost of replacing a City-owned firearm.

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11. REQUEST TO CHANGE TO A DIFFERENT MODEL DEPARTMENT-ISSUED HANDGUN

- A. Request to Change - A request to change to a different model Department-issued handgun will be submitted by memorandum through the chain of command to the bureau/precinct commander/administrator. The memorandum will include the need/reason for requesting the change.
- (1) Once the memorandum has been approved by the bureau/precinct commander/administrator, the employee will:
 - (a) Sign up for an annual qualification or contact FTD to schedule a time to qualify with the new handgun.
 - (b) If necessary, present the approved memorandum to Police Supply for the appropriate holster and magazine pouches.
 - (c) On the day scheduled to qualify, present the approved memorandum to FTD.
 - (d) Turn in their old Department-issued handgun and magazines to FTD and receive their new Department-issued handgun and magazines.
 - (e) Qualify on the new Department-issued handgun prior to leaving the Training Bureau.

12. DEPARTMENT RANGES

A. General Guidelines

- (1) Use of all police ranges will be restricted to employees of the Department and those persons and organizations approved by the Police Chief or designee.
- (2) Employees will not, under any circumstances, engage in live-fire training on any academy firing range if the red range flag is down. Only FTD personnel or persons authorized by the Department rangemaster may raise the red range flag.
- (3) Use of any department firing range, including bureau/precinct indoor ranges, for practice or testing requires the presence of an approved firearms instructor.
 - (a) AZPOST Firearms Instructor certification alone does not authorize an employee to perform duties as a Department firearms instructor. Employees must be also certified/approved to perform firearms instructor duties by the Department, through FTD.
 - (b) A list of all Department approved firearms instructors will be maintained by FTD sergeants. An FTD sergeant or the Advanced Training Detail lieutenant may remove, at their discretion, any employee from the list. An employee who is not on the list will not conduct Department firearms instructorship or range safety duties in any capacity.
- (4) Use of the academy range during non-business hours requires the authorization of the Training Bureau commander or designee and must be scheduled with an FTD sergeant or designee.
- (5) Use of the police range at the Ben Avery Shooting Facility must be coordinated through the Rifle Training Detail (RTD). The range is not available for use on weekends.
- (6) Employees will not remove range practice ammunition or expended cartridge cases from the range. All employees who utilize any range, regardless of rank, will pick up their expended casings and place them in the brass recycling bins prior to leaving the range.

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12. A. (7) Approved ear and eye protection will always be worn when firing firearms on all ranges and if shooting on a firing line with multiple shooters, a brimmed hat/ball cap will be worn.

(a) Instructors and other employees in close proximity to the firing line will wear ear protection.

(b) Eye protection will always be worn by anyone on or around the ranges.

B. Indoor Range Policy

(1) Ranges will **only** be operated by an FTD approved Department firearms instructor, except ranges used by the Laboratory Services Bureau for forensic testing.

(2) **NO** rifles or shotguns will be fired in the indoor ranges.

(3) Authorized Ammunition

(a) Ammunition manufactured with lead bullets or components in the primer are not allowed in indoor ranges.

(b) Only Department-issued frangible ammunition will be shot in the indoor ranges. (This does not apply to ammunition used by Laboratory Services Bureau for forensic testing.)

(4) Range Availability - Attendance at scheduled precinct bureau indoor range training will be available to all employees with priority given to employees assigned to that facility.

(5) Bureau/Precinct Responsibilities

(a) Each bureau/precinct commander is responsible for the control, safety, and cleanliness of the range at the facility.

(b) The commander will also be responsible for maintaining an adequate inventory of ammunition and targets, obtained from the Training Bureau.

(6) The Training Bureau will be responsible for the maintenance of the mechanically operated equipment at the ranges and the development of various shooting courses for use in scheduled shooting sessions.

C. Blood Lead Level Testing

(1) FTD firearms instructors are required to obtain a Blood Lead Level Test upon assignment to FTD. The results of the Blood Lead Level Test must be on file prior to participate in firearms instruction.

(2) Employees in need of a Blood Lead Level Test should contact the Department's industrial hygienist for a letter of authorization. The Department's industrial hygienist will maintain a copy of the Blood Lead Level Test for each firearms instructor.

13. **PROCUREMENT, TRADING, AND SELLING OF FIREARMS AND OTHER CITY-OWNED EQUIPMENT**

A. For procurement, trading, and selling procedures, the guidelines set forth in [Administrative Regulation \(AR\) 3.10, General Procurement Procedures](#), [AR 5.13, Accountability and Inventory Control for City-Owned Property](#), and the Property Management Unit (PMU) Manual, [PMU-13, Property Disposal](#), must be adhered to.

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13. B. City-owned equipment, **to include** firearms, magazines, etc., will not be sold to any City employee and must be disposed of according to [Phoenix City Code \(PCC\) 43-22](#), Disposition of Surplus Property.

EXCEPTION: Upon retirement, employees may purchase their Department-issued service weapon and other equipment as outlined in [Operations Order 4.2.00, Employee Benefits](#).

- C. FTD and PMB will ensure all Department owned firearms are regularly inventoried.

14. **FIREARMS ON COMMERCIAL AIRCRAFT**

- A. **General Guidelines** - Employees may carry firearms aboard commercial aircraft, in situations requiring them to be armed in flight to ensure the safe completion of an assignment, with the approval of the Police Chief or designee, proper training, and prior notification to the Transportation Security Administration (TSA).

- (1) Employees must submit a memorandum through the chain of command requesting a letter of authority, on the Police Chief's letterhead, to fly armed.

(a) A copy of the flight itinerary must be included with the memorandum.

(b) The memorandum will outline the need to fly armed and must contain the following information required by TSA for inclusion in a National Law Enforcement Telecommunications System (NLETS) data entry:

- Name of the employee flying armed
- Serial number and rank of the employee
- Employee has completed the required training
- Employee's cell phone number
- Name of anyone being escorted by the employee
- Escorted person's status - prisoner or dignitary
- Name of airline/s
- Date/s of travel and flight number/s
- Departing airport/s
- Any connecting airport/s
- Final destination airport/s

- (2) Prior to flying armed, employees are required to attend the Federal Aviation Administration (FAA)/AZPOST approved training titled "Law Enforcement Officers Flying Armed". Documentation of the completion of this class must be attached to the memorandum requesting to fly armed.

- (3) The completed and properly endorsed memorandum, along with all required attachments, will be forwarded to the Strategic Information Bureau (SIB) where the information will be sent to TSA via NLETS. TSA will send a NLETS response with a unique alphanumeric identifier to be verified at the time of travel.

- (4) While traveling, employees will carry the letter of authority issued by the Office of the Police Chief, verifying the need to have the firearm accessible to them in connection with the performance of their duty and a copy of the NLETS response message with the unique alphanumeric identifier from TSA.

(a) A responsible agent of the airline to be traveled will be notified at least one hour before departure (or in an emergency, as soon as practical) that the employee intends to have a firearm accessible.

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14. A. (4) (b) Prior to boarding, the employee will show their badge, commission card, and letter of authority with the NLETS response message to a responsible agent of the airline and TSA officers.

B. Responsibilities of the Airlines will be:

- Assigning the armed employee a specific seat in the aircraft.
- Informing appropriate flight crew members of the employee's status.
- Advising the employee of any other armed employees aboard the aircraft and their seat locations.
- Placing any baggage containing a firearm in a cargo area or compartment not readily accessible to other passengers.

C. While Flying Armed, Employees **Will Not**:

- Unnecessarily show their firearm, handcuffs, or other law enforcement equipment to other passengers aboard the aircraft.
- Carry OC spray, tear gas, etc. on passenger aircraft; this includes carry-on and checked baggage.
- Consume any alcoholic beverage.
- Sleep.
- Allow any passenger under control of the employee to consume any alcoholic beverage, except passengers under voluntary protective escort.

D. Weapons Stored in Checked Baggage

- (1) Firearms may be stored in employees' checked baggage.
- (2) Firearms stored in checked baggage must be unloaded and in a hard-sided, locked container. Employees should contact a responsible agent of the airline for guidelines reference placing ammunition in checked baggage.
- (3) Employees **will** declare the firearm to a ticket agent of the affected air carrier.
- (4) Employees are not required to submit a memorandum for traveling with a firearm in checked baggage.

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